

REFERENCE COPY

*CAL ARNGR 105-4

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
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SACRAMENTO, CALIFORNIA 95821-4405

1 October 1987

CAL ARNG Regulation
No. 105-4

Communications - Electronics

ADMINISTRATIVE POLICIES AND PROCEDURES FOR
FEDERAL TELECOMMUNICATIONS SERVICES

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*This Regulation supersedes USPFO Memorandum 9, dated 6 March 1984.

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SECTION I - GENERAL

1. **PURPOSE.** This regulation prescribes policy, responsibilities and administrative procedures for obtaining Federally funded, leased commercial telecommunications services in support of California Army National Guard activities, facilities and units and establishes procedures and responsibilities for the receipt and payment of federal telecommunications invoices.

2. REFERENCES.

a. Army Regulation 105-23, Administrative Policies and Procedures for Base Telecommunications services.

b. Army Regulation 105-10, Communications Economy and Discipline.

c. National Guard Regulation 105-23, Telephone Communication Services.

3. DEFINITIONS.

a. CAUS-CA - Commercial Accounts Section, USPFO for California.

b. CAUS-CE - Communications-Electronics Section, USPFO for California.

c. CAUS-PC - Purchasing and Contracting Division, USPFO for California.

d. "Certification" - The process by which the telephone invoice is annotated to be correct.

e. "Class of Service" - The designation that determines those services (i.e., AUTOVON, WATS, Commercial long-distance, etc.) to which a main station has access.

f. Commercial Telephone Company - A business engaged in the act of providing telecommunications services and equipment. Examples are: Pacific Bell; General Telephone and Electric (GTE); American Telephone and Telegraph (AT&T); and Continental Telephone Company of California (CONTEL).

g. Credit Card Holder - An individual who is issued a Federal telephone credit card.

h. Fund Manager - An officer responsible for Federal communication funds.

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i. Invoice - For the purpose of this regulation, invoice refers to a bill submitted for payment of telecommunications services provided by a commercial telephone company.

j. "Invoice Certification Package" - A package submitted monthly from the user to the USPFO Communications-Electronics (CAUS-CE) Section for the payment of a commercial telecommunications invoice.

k. Local Service Request (LSR), DA Form 3938 - This form is submitted from the user to the USPFO (CAUS-CE) to request Federal telecommunications services (including telephone credit cards).

l. Nonrecurring Charges - A one-time fee applied by a commercial telephone company for installing, reinstalling or relocating trunks, tie lines or special equipment.

m. Official/Authorized Call - A call placed to conduct official government business as necessary to carry out an assigned mission.

n. Recurring Charges - Fixed monthly charges for services and equipment (e.g. mainlines, extensions and telephone leasing).

o. Shall - Denotes the imperative.

p. Security Access Code - A four (4) digit numerical code used in conjunction with a telephone credit card number to place telephone credit card calls. A credit card call cannot be placed without the Security Access Code. (The Security Access Code is similar to the personal identification number (PIN) you must enter when using a bank "Versatel" card.) Access to Security Access Codes must be safeguarded at all times.

q. Telecommunications Services - All leased or owned non-radio voice/data services. Telecommunications includes the "Services" (i.e. number and type of communication lines) and "Equipment" (i.e. number and type of phones and associated equipment) provided to the user.

r. Toll Calls - A flat or measured service rate for local and long distance telephone calls. A toll call is any number which requires a one (1) to be dialed before dialing the phone number.

s. User - The requestor and recipient of telecommunications services.

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t. USPFO for CA - United States Property and Fiscal Officer for California.

u. "Verification" - The process by which the local telephone invoice is checked against authorized toll calls or charges; thus all calls/charges are "verified" as being correct and payable.

4. RESPONSIBILITIES.

a. The Office of the United States Property and Fiscal Officer (OUSPFO) for California - Responsible for the supervision and administration of Federal telecommunications services. Responsibilities of elements comprising the OUSPFO are as follows:

(1) CAUS-CE - The Telecommunications-Electronics Section is responsible for:

(a) Authorizing and processing all written requests for Federal telecommunications services. Included are requests pertaining to the initiation or termination of telecommunications services and the installation, reinstallation or relocation of equipment.

(b) Responsible for auditing Federal telecommunications invoices in accordance with paragraph 5-16, AR 105-23.

(2) CAUS-CA - The USPFO Commercial Accounts Section is responsible for processing Federal telecommunications invoices for payment to the Finance and Accounting Officer (F&AO), Presidio of San Francisco.

b. Fund Manager - The officer responsible for controlling and reconciling obligations and commitments of Federal funds for Federal telecommunications services is responsible for:

(1) Certifying that funds are available for requested telecommunications services.

(2) Ensuring that no telecommunications services or equipment are ordered, installed, moved or removed without prior written authorization from CAUS-CE.

(3) Certifying Federal telecommunications invoices for propriety and completeness.

(4) Facilitating in the coordination of user requests for Federal telecommunications services with the USPFO Telecommunications-Electronics (CAUS-CE) Section.

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(5) Complying with guidance provided by the OUSPFO (CAUS-CE).

(6) Preparing budget justification and estimates for telecommunications.

c. User - The requestor and recipient of telecommunications services and equipment is responsible for:

(1) Ensuring that proper standards of economy and discipline are maintained in accordance with AR 105-10 when using telecommunications systems.

(2) Limiting calls to those that are official and authorized.

(3) Ensuring that no telecommunications services or equipment are ordered, installed, moved or removed without prior written authorization from CAUS-CE.

(4) Complying with guidance provided by the USPFO (CAUS-CE) and the telecommunications Fund Manager.

SECTION II - REQUESTING FEDERAL TELECOMMUNICATIONS SERVICES

5. **PURPOSE.** This section outlines policy, responsibilities and administrative procedures for requesting Federal telecommunications services.

6. **CONTACT WITH TELEPHONE COMPANY.** Users and Fund Managers are prohibited by law, regulations and directives from ordering, changing or discontinuing Federal telecommunications services and equipment. The USPFO Communications-Electronics Section is the only one authorized to initiate such actions with a local commercial telephone company. A user or Fund Manager may, however, contact the local telephone company for the following reasons:

a. To report trouble and to request repair. NOTE: A Federally owned piece of telecommunications equipment (i.e., telephone, switchboard, etc.) or system may only be serviced after a service contract has been approved by the USPFO Purchasing and Contracting (CAUS-PC) Division.

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b. To request rates; obtain cost estimates; identify problems; and to obtain answers to questions concerning the planning of telecommunications systems alterations. Such contacts are for informational purposes only.

c. To reconcile invoice discrepancies; obtain additional or corrected copies of current or previous invoices; identify unofficial/unauthorized toll calls and to report the installation of unauthorized equipment or services.

7. **ADMINISTRATION.** The following sequence of events explains the administrative procedures involved in ordering, changing or discontinuing Federal telecommunications services:

a. User. The user, upon identifying a need for a new or change in telecommunications service, will contact the local telephone company to obtain a "Cost Estimate" for the services/equipment desired. (This contact is for informational purposes only). Requests for a new or change in telecommunications service, and for telephone credit cards, will be submitted on a Local Service Request (LSR), DA Form 3938, Appendix A. In addition, the user will, by letter or Disposition Form, provide justification for the request. The justification letter will include the specific details of the request; cost estimates; the name of the telephone company and the name and number of the telephone representative contacted. The justification letter, along with the original copy and two (2) additional copies of the Local Service Request, will be forwarded through appropriate command channels to the user's telecommunications Fund Manager for funding approval. The user will complete the DA Form 3938 as follows:

(1) Block #1 - Enter the date the new or change to telecommunications services/equipment is required. The user must ensure that enough lead time is provided in order for the USPFO Communications-Electronics Section to approve authorization for the request, to contact the local telephone company, and to allow the local telephone company to perform the requested services.

(2) Block #2 - Enter: USPFO for California, ATTN: CAUS-CE, P.O. Box 8104, San Luis Obispo, California 93403-8104.

(3) Block #3 - Furnish the name and telephone number of the individual who has specific knowledge of the details of the request (i.e. what services/equipment are to be ordered, changed or discontinued, and the location(s) affected).

(4) Block #4 - Enter the number of main lines, extensions and/or phones to be installed, moved or removed.

(5) Block #5 - Use Block #5 to provide in detail the specifics of the request and to further identify the information provided in Block #4, above. If the request involves an order for telephone credit cards, the information required by Section IV, Federal Telephone Credit Cards, will be entered in Block #5. The user must ensure that sufficient space (2 full lines) remains in Block #5 in order for the Fund Manager to enter the appropriate funding (accounting classification) information. If more space is required to explain the specifics of the request in detail than continue the narrative on a separate sheet of paper and attach it to the Local Service Request (DA Form 3938). Ensure the attached piece of paper references the DA Form 3938 to which it pertains.

(6) Block #6 - If the request involves the move or removal of equipment, provide the equipment's present location.

(7) Block #7 - If the request involves the installation of equipment, enter the proposed location of the equipment.

(8) Block #8 - Leave blank.

(9) Block #9 - Leave blank.

(10) Block #10 - For services: identify, if known, the specific class of service (e.g., AUTOVON, WATS or commercial long-distance) desired. Refer to NGR 105-23 for definitions of "Class of Service", or contact the USPFO Communications-Electronics Section at AUTOVON 878-9124 or Commercial (805) 544-4900, Ext. 9124, for assistance.

(11) Block #11 - Enter the total number and type (i.e., Single Line Touch Tone; Six-button sets with hold and lights; Single Line Rotary Phone; Intercom Equipment, Teletype, Modem Equipment, etc.) currently installed at the activity concerned.

(12) Block #12 - Enter the date the Local Service Request is prepared.

(13) Block #13- To be completed by the Fund Manager only.

(14) Block #14 - To be signed by the Fund Manager only.

(15) Block #15 - Leave blank.

(16) Block #16 - To be completed by the USPFO Communications-Electronics (CAUS-CE) Section only.

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b. Fund Manager. The telecommunications Fund Manager will:

(1) Review the Local Service Request (DA Form 3938) for content and clarity.

(2) Enter the appropriate funding (accounting classification) information in Block #5 of the LSR; enter their typed name in Block #13; and certify that funds are available for the requested telecommunications services by signing Block #14, "Signature of Validating Official".

(3) Forward the original copy and one (1) additional copy of the Local Service Request, along with a copy of the user's justification letter, to the USPFO, ATTN: CAUS-CE, P.O. Box 8104, San Luis Obispo, California 93403-8104.

(4) Assist in coordinating the user's request (LSR) with the USPFO Communications-Electronics (CAUS-CE) Section as required.

SECTION III - PHONE BILLS

8. **PURPOSE.** This section prescribes policy, responsibilities, and administrative procedures for the receipt and payment of invoices for Federally funded telecommunications services. Payment of State funded telecommunications services invoices should be accomplished as outlined in CAL ARNGR 105-1.

9. RESPONSIBILITIES.

a. Commercial Accounts (CAUS-CA), USPFO. Responsible for processing Federal telecommunications invoices to the Finance and Accounting Officer (F&AO), Presidio of San Francisco, for payment.

b. Fund Manager. Fund Managers are responsible for the following concerning the payment of Federal telecommunications invoices:

(1) Certifying that Federal funds are available for the payment of invoices for Federal telecommunications services. Refer to CAL ARNGR 37-4 (Administrative Control of Federal Funds) for administrative guidance relative to controlling Federal funds.

(2) Certifying the propriety of telecommunications invoices received from the user. The Fund Manager may require

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the user to certify invoices, however, the overall responsibility for reviewing and certifying completed "Invoice Certification Packages" (to preclude fraud, waste or abuse of telecommunications services) cannot be delegated. Therefore, the "Federally Supported Telecommunications Invoice Certification Package" DF (Appendix B) shall be signed by the Fund Manager having financial responsibility for the telecommunications funds.

(3) Ensuring the collection of funds for all unauthorized/unofficial calls or charges that appear on the invoice.

(4) Ensuring telephone invoices are submitted to the USPFO Communications-Electronics Section as outlined in paragraph 11, Monthly Invoice Certification.

c. User. The user is responsible for the following:

(1) Reconciling telecommunications invoices with the commercial telephone company; identifying incorrect equipment or installation charges; identifying unauthorized/unofficial toll calls and charges and obtaining additional or corrected copies of current or previous invoices.

(2) Issuing, controlling and accounting for all telephone credit cards issued for official use, as outlined in Section IV, Federal Telephone Credit Cards.

(3) Ensuring telecommunications invoices are submitted to the Fund Manager as outlined herein.

10. **BILLING.** The monthly telephone company invoice will be forwarded from the commercial telephone company directly to the user. One section of the invoice (normally the first or the last page) will indicate "Total Charges Current Month or "Current Charges Due by (date)." This is the portion of the invoice which the user must verify and the Fund Manager must certify. Examples of invoice pages from various commercial telephone companies reflecting "Charges Due" are provided in Appendices C through I. The invoice will normally contain the following certifiable recurring and nonrecurring charges:

- a. Monthly Service Charge.
- b. Monthly Equipment Charge.
- c. Zone/Message Units (Lease Time Usage Charges).
- d. Deaf Equipment Charges.

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e. Various Public Utility Commission (PUC) Approved Surcharges.

f. Long Distance Toll Charges (to include telephone credit card calls).

g. Service Connection and Modification Charges. These charges are normally itemized on the last page of the invoice.

11. MONTHLY INVOICE CERTIFICATION. Telephone invoice certifications will be accomplished monthly for each billing number. The following sequence of events explains the procedures involved in implementing official policy and regulations concerning the certification and payment of Federally supported telecommunications invoices:

a. User --Users will:

(1) Review the telephone invoice and reconcile any identified discrepancies with the telephone company. Unauthorized/unofficial calls will be identified by circling the number in red and annotating the call as "**Unofficial**" (next to the number on the invoice). (See "Sample" in Appendix J.)

(2) Users are responsible for the recovery of toll charges for unofficial/unauthorized telephone calls. In addition to the toll call charge, a \$7.00 "Administrative" charge is to be collected for each call. Payment will be made by money order or cashier's check (personal checks prohibited) made payable to: "F&AO, US Army, Presidio of San Francisco, CA". Do not make the cashier's check or money order payable to the US Treasury or the commercial telephone company. Unofficial/unauthorized toll call charges; the "Administrative" charge and the cost of the money order/cashier's check will be paid by the individual who placed the unofficial/unauthorized calls.

(3) Users will forward the complete original copy, and one (1) additional complete copy of the annotated bill; the money order/cashier's check for unofficial/unauthorized toll call charges (as applicable) and the original copy of DA Form 360, Report of Authorized Toll Telephone Calls, (as applicable) to their telecommunications Fund Manager within 5 working days of receipt. (Refer to Section IV, paragraph 20, for requirements pertaining to the completion and retention of DA Forms 360.)

(4) In no event will failure to obtain payment for unofficial/unauthorized toll call charges be used to retain an invoice beyond the 5 day requirement. In the event the user is

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unable to make immediate collection (i.e., prior to the submission of the invoice package to the Fund Manager) the user will, upon receipt of the money order/cashier's check, forward the payment; copies of the invoice pages annotated as "Unofficial" and the "Collection for Unofficial/Unauthorized Toll Calls" DF (Appendix K) through their Fund Manager to the USPFO, ATTN: CAUS-CA.

b. Fund Manager - Fund Managers will:

(1) Review the invoice and reconcile any identified discrepancies (i.e. unofficial calls, installation/removal charges, etc.) with the user. The Fund Manager will ensure that payment for unofficial/unauthorized calls accompanies the submitted invoice or is forwarded (IAW paragraph 11a(4) below) as soon as possible.

(2) Forward the complete original copy of the invoice; the "Federally Supported Telecommunications-Invoice Certification Package" DF (Appendix B) signed by the Fund Manager only and the money order/cashier's check (as applicable) to the USPFO, ATTN: CAUS-CA, P.O. Box 8104, Camp San Luis Obispo, CA 93403-8104, within 2 working days of receipt. NOTE: Do not mail DA Forms 360 (Report of Authorized Official Toll Telephone Calls) for credit card calls to the USPFO. DA Forms 360 are to be retained by the Fund Manager (IAW Section IV, paragraph 20, Recording Telephone Credit Card Calls).

(3) Failure to collect unauthorized/unofficial toll call charges by a Fund Manager will not be a reason to delay holding an invoice beyond the 2 day timeframe. The Fund Manager will ensure that payment packages received from the user for after the fact collections are immediately forwarded to the USPFO, ATTN: CAUS-CA.

(4) The USPFO Commercial Accounts Section (CAUS-CA) is not responsible for responding to inquiries from the telephone company concerning toll call charges. Therefore, Fund Managers will keep one (1) complete copy of the invoice; the original copy of each DA Form 360 (as applicable); and a copy of the "Federally Supported Telecommunications-Invoice Certification Package" DF to respond to user/vendor inquiries and for audit trail purposes.

c. Commercial Accounts (CAUS-CA), USPFO - Upon receipt of the monthly "Invoice Certification Package" by Commercial Accounts it will be reviewed for proper certification and completeness. Certification packages which are incomplete and/or missing the Fund Manager's certification (i.e. signature) will be returned to the Fund Manager for correction.

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12. LOSS OF TELECOMMUNICATIONS SERVICES. Users and Fund Managers shall ensure that telephone invoices are certified and forwarded for payment within the timeframes outlined in paragraph 11 above. Failure to comply with the timely submission of invoices and/or control the use of Federally funded telephones will result in the loss of telecommunications services and/or disciplinary action.

SECTION IV - FEDERAL TELEPHONE CREDIT CARDS

13. PURPOSE. This section outlines the responsibilities and administrative requirements for issuing, controlling and accounting for Federal telephone credit cards.

14. RESPONSIBILITIES.

a. USPFO Communications-Electronics (CAUS-CE) Section. The Communications-Electronics Section is responsible for the following concerning Federal telephone credit cards:

(1) Authorizing all written requests for telephone credit cards.

(2) Auditing, for propriety, all documentation supporting the use and control of telephone credit cards as retained by the user and Fund Manager.

b. Fund Manager. The Federal telecommunications Fund Manager is responsible for:

(1) Estimating telephone credit card usage costs and certifying that Federal funds are available to cover such costs.

(2) Forwarding all written requests for the issue of telephone credit cards to the USPFO Communications-Electronics (CAUS-CE) Section.

(3) Certifying the propriety of credit card calls, as indicated on the telecommunications invoice, to the user's DA Forms 360 (Reports of Authorized Official Toll Telephone Calls).

c. User. The user is responsible for:

(1) Submitting written telephone credit card requests through appropriate command channels to their telecommunications Fund Manager.

(2) Establishing formal control registers for the issue, receipt and accountability of all Federal telephone credit cards receipted for from the USPFO Communications-Electronics Section.

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(3) Validating the propriety of credit card calls, collecting payment for unauthorized/unofficial calls and rectifying incorrect credit card call charges with the commercial telephone company.

15. TELEPHONE CREDIT CARD USE. Telephone credit cards will only be issued in exceptional cases and only upon approval by the USPFO Communications-Electronics Section. Credit cards will only be used for the following purposes:

- a. For official use only.
- b. When authorized credit card holders are away from their permanent duty station and have a requirement to place official calls.
- c. When a Government system (i.e. AUTOVON, WATS, etc.) is not available for use.

16. ADMINISTRATION. The following sequence of events explains the administrative procedures involved in requesting, issuing and controlling telephone credit cards:

a. User. The user will, by letter or Disposition Form, establish the necessity and justification for the request. In addition to the justification letter the user will prepare a Local Service Request (LSR), DA Form 3938 (See Appendix A). The LSR will include:

(1) The name, title, telephone number and duty office address of the individual who is to receipt for the cards and therefore, assume overall responsibility for their control and use.

(2) The name and complete mailing address of the commercial telephone company providing Federal telecommunications services to the user.

(3) The telephone number to which the credit card calls are to be billed. (Charges for credit card calls are included on the commercial telephone invoice of the installation/activity to which the card is issued.)

The justification letter, along with the original copy and two (2) additional copies of the LSR (DA Form 3938), will be forwarded through appropriate command channels to the user's telecommunications Fund Manager.

b. Fund Manager. The Fund Manager will:

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(1) Review the Local Service Request for content and clarity. If Federal funds are available to cover estimated credit card usage costs, the Fund Manager will enter the appropriate funding (accounting classification) information in Block #5 of the LSR, enter their typed name in Block #13 and certify fund availability by signing Block #14, "Signature of Validating Official". The Fund Manager is the only individual authorized to sign Block #14.

(2) Forward the original copy and one (1) additional copy of the Local Service Request, along with a copy of the user's justification letter, to the USPFO, ATTN: CAUS-CE, P.O. Box 8104, San Luis Obispo, CA 93403-8104.

c. USPFO, Communications-Electronics (CAUS-CE) Section. The USPFO Communications-Electronics (CAUS-CE) Section will:

(1) Review the LSR for completeness (i.e. funding citation and Fund Manager signatory approval). If complete, and justification is sufficient, CAUS-CE will process the request with the appropriate commercial telephone company. The telephone company will be instructed to send the card to the USPFO Communications-Electronics Section.

(2) Upon receipt of the card from the telephone company, CAUS-CE will forward the card to the attention of the individual indicated on the Local Service Request (DA Form 3938) who is to assume overall responsibility for controlling the card and its use. The card will be mailed "Registered Return Receipt Requested" and will include a "Receipt for Federal Telephone Credit Card" (Appendix L). The "Receipt for Federal Telephone Credit Card" will only be signed by the individual who is to assume overall responsibility for controlling the cards and their use and then returned to the USPFO, ATTN: CAUS-CE. Receipts for Federal Telephone Credit Cards" will be reviewed and revalidated by CAUS-CE every six (6) months.

17. CREDIT CARD LIABILITY.

a. The individual issued the telephone credit card (i.e. credit card holder) is the person financially responsible and accountable for all credit card charges. The credit card holder will pay for both the total amount of all unofficial/unauthorized calls and a \$7.00 per call "Administrative" charge. Payment for such calls will be made in accordance with Section III, paragraph 11, of this regulation.

b. When any question arises concerning who is to pay for unauthorized credit card calls and an individual cannot be

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positively identified as responsible, the person signing the "Receipt for Federal Telephone Credit Card" will provide payment for all questionable calls and "Administrative" charges (IAW Section III, paragraph 11).

18. CONTROL AND RELEASE OF TELEPHONE CREDIT CARD NUMBER. An individual can place a telephone credit card call without being in possession of the card, as long as the individual has the complete credit card number (to include the Security Access Code). Therefore, it is essential that controls be established to prevent unauthorized individuals from gaining access to Security Access Codes (i.e. from receipt/issue logs and from current or previous credit card holders). Prior to issuing a telephone credit card, the issuing authority shall inform the individual being issued the card that the release of a telephone credit card and/or number is prohibited under any and all circumstances and of the responsibilities (i.e. financial liability) associated with the issue and receipt of a card..

19. LOSS OR THEFT OF TELEPHONE CREDIT CARD. The loss or theft of a Federal telephone credit card shall be reported immediately to both the USPFO Communications-Electronics (CAUS-CE) Section at AUTOVON 878-9124 or Commercial (805) 544-4900, Ext. 9124 and to the person having overall responsibility for issuing and controlling the card. Failure to immediately notify the offices and individuals mentioned above shall make the credit card holder financially liable for all costs associated with the card until notification is made. The following information must be provided:

- a. Complete telephone credit card number (to include Security Access Code).
- b. Name of the credit card holder who was in actual possession of the card prior to loss or theft.
- c. Date and time of loss or theft.
- d. Name and telephone number of a point of contact for providing further information or assistance if required.

20. RECORDING TELEPHONE CREDIT CARD CALLS.

a. Users of telephone credit cards will record all calls on a DA Form 360, Report of Authorized Official Toll Telephone Calls, Appendix M. All required information will be recorded, to include:

- (1) The date of the call.
- (2) The credit card number (excluding the Security Access Code).

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(3) The name of the person making the call.

(4) The number and place called.

b. Do not retain the DA Form 360 until it is completed on both sides. The DA Form 360 must be submitted with the invoice which reflects billing for the calls logged on the DA Form 360. Therefore, a new DA Form 360 will be initiated (as applicable) at the start of each new billing period. Failure to record calls may result in payment from the credit card holder.

c. The DA Form 360 will be used by the user to verify telephone credit card calls to the invoice, by the Fund Manager to validate the propriety of calls when certifying the monthly "Invoice Certification Package" and by the USPFO Communications-Electronics (CAUS-CE) Section when auditing the user's/Fund Manager's documentation supporting credit card usage.

d. The DA Form 360 will be submitted with the monthly "Invoice Certification Package" to the Fund Manager as outlined in Section III, paragraph 11. Note: Original copies of Reports of Authorized Official Toll Telephone Calls (DA Form 360) shall be retained by the Fund Manager, and will not be forwarded to CAUS-CE with the monthly "Invoice Certification Package".

U S Government Printing Office 1978-256-414

APPENDIX A

DA FORM 3938
1 DEC 77

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE

[illegible]

REMARKS	DATE

[illegible]

REMARKS
(Wire Chief)

[illegible]

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

CAMP-RR

Federally Supported Telecommunications-Invoice
Certification Package

TO

FROM

DATE

CMT 1

USPFO for California

MAJ Tom Need

1 Oct 87

ATTN: CAUS-CA

P.O. Box 8104

San Luis Obispo, CA 93403-8104

1. In accordance with CAL ARNGR 105-4, I certify that the attached current monthly Federal telecommunications invoice for (619) 911-2222, dated 28 Sep 87, in the amount of \$397.00 is true and correct for payment.

2. Three calls were reconciled with the local telephone company and have been removed from the invoice.

3. Two unofficial/unauthorized calls were placed and totaled \$1.75. A money order in the amount of \$15.75, made payable to: F&AO, US Army, PSF, CA, is enclosed. (The \$15.75 includes \$1.75 for the two (2) unofficial calls, plus the required \$7.00 per call "Administrative" charge.

2 Encls

TOM NEED (1)

1. Money Order/\$15.75

MAJ, FC, CAL ARNG

, Orig Cy of Complete Invoice

Recruiting & Retention

Federal Telecommunications Fund Manager

FOOTNOTE:

(1) The "Federally Supported Telecommunications-Invoice Certification Package" DF shall only be signed by the Fund Manager having financial responsibility for the Federal telecommunications funds. (IAW Section III, Paragraph 11, CAL ARNGR 105-4).

B-1 "SAMPLE"

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APPENDIX C
General Telephone of California **GTE**

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BUSINESS OFFICE

P.O. BOX 641, S BDO, CA 92402

000008

SERIAL CODE

B4R000187

DIVISION CODE

51262

DATE

JUL 04, 1987

ACCOUNT NUMBER

798-3011

PAGE

1S

SEE REVERSE SIDE FOR GENERAL EXPLANATIONS

US GOVT-ARMY RECRUITER

SUMMARY PAGE ONE

BALANCE FROM PREVIOUS MONTH	885.25
1.5 PERCENT LATE PAYMENT CHARGE ON UNPAID BALANCE OF \$20.00 OR MORE	13.28
SERVICE 7/1 - 7/31	26.45
LONG DISTANCE - GENERAL TELEPHONE	90.03
LONG DISTANCE - AT&T	39.82
MANDATED CHARGES	
CHARGES FOR NETWORK ACCESS FOR INTERSTATE CALLING, IMPOSED BY THE FEDERAL COMMUNICATIONS COMMISSION#	6.00
COMMUNICATION DEVICES FOR THE DEAF AND DISABLED	.03
FUNDING TO SUPPORT THE PUBLIC UTILITIES COMMISSION	.17
ATT-C BILLING SURCHARGE	1.03
ATT-C STATE SURCHARGE	.62
TEMPORARY SURCHARGE AS ALLOWED BY PUBLIC UTILITIES COMMISSION	15.25
TAXES	
NO FEDERAL EXCISE TAX	

TOTAL CURRENT MONTH

192.68

TOTAL AMOUNT DUE 1,077.93

1.5 PERCENT LATE PAYMENT CHARGE APPLIES

JUL 30, 1987.

FOR GENERAL TELEPHONE BILLING INQUIRIES CALL1 800 482-6727
FOR REPAIR SERVICE CALL611
FOR OTHER INQUIRIES CALL YOUR
GENERAL TELEPHONE BUSINESS OFFICE1 800 482-6712

DETACH HERE RETURN LOWER PORTION WITH PAYMENT IN THE ENCLOSED ENVELOPE

PLEASE DO NOT STAPLE
FOR BILLING INQUIRIES
CALL AT NO CHARGE

PLEASE INDICATE AMOUNT PAID

\$

AMOUNT DUE
DO NOT SEND CASH

PLEASE DEDUCT ANY PART OF THIS BILL WHICH HAS BEEN PAID

ACCOUNT NUMBER

US GOVT-ARMY RECRUITER

PAYMENT DUE BY

51262 79803011 800826 422010 4 00000000 1 00 00

C-1 "SAMPLE"

PACIFIC BELL
A Pacific Telesis Company

Account Number 213 632-3945 606 S 1 CALIF ARMY NATL GUARD Page 1
Statement Date May 26, 1987 OMS 7
2320 N PARMELEE AV
COMPTON CA 90222

Account Summary	Previous bill	106.51
	Payments applied through May 29, 1987	62.58CR
	Unpaid balance Due Now (please deduct if paid)	43.93
	Current charges:	
	Pacific Bell (Page 3)	47.60
	AT&T Communications (Page 5)	15.95
	CURRENT CHARGES DUE BY Jun 18, 1987	63.55
Total Due	A late charge may apply if not received by Jun 29, 1987	107.48
Whom to call	For billing questions call:	
	Pacific Bell	No Charge 1 800 421-0313
	AT&T Communications	No Charge 1 800 325-0138
	When moving or placing an order call:	
	Pacific Bell	No Charge 811-5380
	The NEW 811 NUMBERS may not be available in your area. Call the Business office number on your bill or call Directory Assistance for an alternate number.	

Reminder
Late Payments
Cost You Money

For three months your bill has reflected late payment charges of 1.5 percent of the unpaid balance of \$20.00 or more. This is because your payment, in full, has not reached our office on time.

You can avoid the late payment charge by making sure we receive your payment in full by the next month's statement date.

Remember late payments cost you money.

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

Total Amount Due \$107.48

Make Check Payable To Pacific Bell

Enter Amount Enclosed

\$

May 26, 1987 183

213 632-3945 606 S 1

FH/XL 1 0Z

**CR09

CALIF ARMY NATL GUARD
OMS 7
2320 N PARMELEE AV
COMPTON CA 90222

231
PACIFIC BELL
VAN NUYS CA 91388

6323945 606 213 183

000



4393 231 82021

10748

D-1 "SAMPLE"

1 October 1987

APPENDIX E

CAL ARNG 105-4

MONTHLY INVOICE

AT&T
PACIFIC COAST - FBC 00399
6200 S. SYRACUSE WAY STE 250
ENGLEWOOD, CO. 80111



511-3158

Account Number: 0007-87710-37
Invoice Number: 3085435459 ORIGINAL

COMM CAL ARNG C/O POST HDQRTS
CAMP SLO
SN LUIS OBSPO CA 93401

Invoice Date: 07-20-87

For billing inquiries: (800)228-5769
To place an order: (800)257-1161

New Charges

Lease and Rentals 06-20 through 07-19:	\$3.03	
Purchases:	\$0.00	
One-Time and Partial Charges/Credits:	\$0.00	
Total New Charges:		\$3.03
Federal Excise Tax:	\$0.00	
State and Local Taxes:	\$0.00	
Total Taxes on New Charges:		\$0.00

Total New Charges and Taxes:

\$3.03

Balance Brought Forward

Balance as of Last Monthly Invoice:	\$3.03
Additional Billing 06-21 through 07-19:	\$0.00
Payments Received:	\$0.00
Net Adjustments:	\$0.00

Balance Brought Forward:

\$3.03

Remittance Amount

Total Payable Upon Receipt:

\$6.06

To insure proper credit, please detach this portion and return with remittance.

Remittance Document

COMM CAL ARNG C/O POST HDQRTS
CAMP SLO
SN LUIS OBSPO CA 93401



Branch Office: USFGDCGG
Telephone Number: (800)228-5769
Account Number: 0007-87710-37
Invoice Number: 3085435459

Address Correction:

Please remit payments to:
AT&T
P.O. BOX 37551
WASHINGTON D.C. 20013

Invoice Date: 07-20-87

Amount Due:

\$6.06

Amount Enclosed:

00000000 00078771037

E-1 "SAMPLE" 000000606

1 October 1987



TELEPHONE BILL FOR 257-1914 1

AMOUNT DUE \$64.40

 BILLING DATE 06/21/87
 MAILED DATE 06/26/87
 PAYMENT DUE BY 07/11/87

PAGE 1 OF 1

WRITE IN AMOUNT PAID

 *
 *

 CA MILITARY
 RE SOSVL TDS
 P O BOX 214405
 SACRAMENTO CA
 95821-0405

DETACH THIS STUB AND MAIL WITH YOUR PAYMENT

 FOR BILLING INQUIRIES CALL 257-5502
 CITIZENS UTILITIES COMPANY OF CALIFORNIA P.O. BOX 2218 REDDING, CA. 96099-2218

 RETAIN THIS PORTION FOR YOUR RECORDS
 TELEPHONE BILL FOR 257-1914 1

BILLING DATE 06/21/8

 AMOUNT OF PREVIOUS BILL
 UNPAID BALANCE

 45.16
 45.16

CURRENT BILLING SUMMARY

 LOCAL CHANNEL
 CALIFORNIA REGULATORY FEE
 BILLING SURCHARGE OF 6.76%

 18.00
 02
 1.22

TOTAL DUE BY 07/11/87

19.24 64.40

 CALIFORNIA PUBLIC UTILITIES COMMISSION RESOLUTION NO. T-12014
 IMPOSES AN INCREASE IN THE LIFELINE TAX RATE FROM 1.523% TO
 4.167% EFFECTIVE 07/01/87

1 October 1987

APPENDIX G

CAL ARNGR 105-4

CONTEL

CONTINENTAL TEL CO OF CALIF.
15158 LA PAZ
VICTORVILLE CA 92392
BUSINESS OFFICE NUMBER 256-8911

RECEIVED
MIL DEPT. CAST-SC

BALANCE FROM PREVIOUS BILL 27.58
PAYMENTS APPLIED THROUGH 06-01-87 12:16:00
*ADJUSTMENTS APPLIED THROUGH 06-01-87 .01CR
BALANCE 27.57

RENT CHARGES AND CREDITS
ERVICE & EQUIP 05-05 THRU 06-04 8.35
LONG DISTANCE CALLS 0.00
*OTHER CHARGES AND CREDITS 0.00

TAXES
FED STATE LOCAL MISC

AMOUNT DUE ON OR BEFORE 06-22-87 * \$36.89 *
A LATE CHARGE APPLIES IF NOT PAID BY 06-26-87 *****

*SEE ENCLOSED FOR DETAIL INFORMATION

BILLING DATE 06-05-87 4
BILLING NO. 180-1823 R
CONNECT DATE 08-02-74
EXCHANGE NO. 4904 1
OFFICE NO. 490

MILITARY DEPT-IDS
POB 214405
SACRAMENTO CA 95821

1 October 1987

CALIFORNIA STATE OF CUSTOMER COPY PAGE 1 782-3566 0 ACO 6/01/87

MONTHLY RATE - BILLED IN ADVANCE	18.60
ROSEVILLE TEL SERVICE AREA CALLS	57.96
AT&T COMMUNICATIONS SERVICES	30.38
FCC REG. INTERSTATE ACCESS CHARGE	6.00
COMM DEVICE FUND FOR DEAF/DISABLED	.03
CPUC FUNDING SURCHARGE	.02
BILLING SURCHG-CPUC DEC. 85-06-115	1.25
BALANCE FROM LAST BILL	221.05

114.25

CALIFORNIA STATE OF
US GOVT-ARNG RETENTION
850 ALL AMERICA CITY BLVD
RM 116
ROSEVILLE CAL 95678

TOTAL DUE 407.33

PLEASE BRING THIS AND REMITTANCE FORM WHEN PAYING IN PERSON
RETURN ONLY REMITTANCE FORM WITH CHECK WHEN PAYING BY MAIL.

"ROSEVILLE TELEPHONE COMPANY"

1 October 1987

APPENDIX I

CAL ARNGR 105-4

ACCOUNT 7V192287 INVOICE 14214600 CYCLE 76 MAY 25, 1987 2 61603

----- CURRENT CHARGES -----		
LONG DISTANCE CALLS	\$11.92	
FEDERAL TAX	.38	
STATE AND LOCAL SURCHARGE	.25	
TOTAL CURRENT CHARGES		<u>\$12.17</u>
PREVIOUS BALANCE (SEE NEXT PAGE, DISREGARD IF PAID)	\$12.59	\$12.59
TOTAL AMOUNT DUE UPON RECEIPT		\$25.12

FOR CUSTOMER SERVICE CALL: 1-800-444-2666

MCI

COMMUNICATIONS FOR THE NEXT 100 YEARS.

BILLING ADDRESS
P.O. BOX 490, BELLFLOWER, CA 90706ACCOUNT NUMBER
493-8000 282

000282

SERIAL CODE
870010282DIVISION CODE
81401DATE
JUN 01, 1987

SEE REVERSE SIDE FOR GENERAL EXPLANATIONS

U S GOVT AFRC

1249PM	4/29	LOSANGELES	CA 213	231-5292	430-7130	10	DD	1.49
151PM	4/29	LOSANGELES	CA 213	386-6900	430-7130	2	DD	.43
158PM	4/29	MORENO	CA 714	242-0029	430-7130	1	DD	.35
240PM	4/29	LOSANGELES	CA 213	564-2545	430-7130	4	DD	.65
308PM	4/29	INGLEWOOD	CA 213	216-1108	430-7130	5	DD	1.94
419PM	4/29	REDONDO	CA 213	541-1286	430-7130	10	DD	1.49
542PM	4/29	REDONDO	CA 213	372-8229	430-7130	2	DE	.25
753AM	4/30	IRVINE	CA 714	552-3651	430-7130	2	DN	.10
912AM	4/30	RIVERSIDE	CA 714	351-6701	430-7130	1	DD	.35
1029AM	4/30	LOSANGELES	CA 213	748-7665	430-7130	1	DD	.26
1033AM	4/30	LOSANGELES	CA 213	298-6202	430-7130	2	DD	.43
1035AM	4/30	LOSANGELES	CA 213	759-6723	430-7130	29	DD	4.15
1112AM	4/30	IRVINE	CA 714	651-3327	430-7130	1	DD	.23
1226PM	4/30	LOSANGELES	CA 213	231-9836	430-7130	1	DD	.23
102PM	4/30	ONTARIO	CA 714	983-3699	430-7130	1	DD	.32
113PM	4/30	HAWTHORNE	CA 213	970-9651	430-7130	1	DD	.23
246PM	4/30	LOSANGELES	CA 213	620-4430	430-7130	3	DD	.60
249PM	4/30	MONTEBELLO	CA 213	722-6503	430-7130	4	DD	.65
315PM	4/30	LOSANGELES	CA 213	260-5193	430-7130	7	DD	1.07
414PM	4/30	INGLEWOOD	CA 213	674-6539	430-7130	6	DD	1.11
431PM	4/30	REDONDO	CA 213	371-0451 (1)	430-7130	3	DD	.51
439PM	4/30	NO HOLLYWD	CA 818	980-8451	430-7130	27	DD	5.88
827AM	5/ 1	DIAL-A-MSG	818	976-9494	430-7130	4	DD	.77
830AM	5/ 1	IRVINE	CA 714	786-6294	430-7130	1	DD	.23
1017AM	5/ 1	SAN MONICA	CA 213	821-2902	430-7130	9	DD	1.89
1104AM	5/ 1	RIVERSIDE	CA 714	351-6701	430-7130	8	DD	2.17
1158AM	5/ 1	MORENO	CA 714	242-8120	430-7130	11	DD	2.95
1223PM	5/ 1	DIAMONDBAR	CA 714	861-8746	430-7130	3	DD	.60
126PM	5/ 1	MONROVIA	CA 818	359-9141	430-7130	2	DD	.40
146PM	5/ 1	EL MONTE	CA 818	443-4095	430-7130	2	DD	.43
225PM	5/ 1	INGLEWOOD	CA 213	412-6409	430-7130	1	DD	.26
227PM	5/ 1	REDONDO	CA 213	379-2871	430-7130	1	DD	.23
306PM	5/ 1	LOSANGELES	CA 213	974-4011	430-7130	2	DD	.43
335PM	5/ 1	EL MONTE	CA 818	448-7326	430-7130	1	DD	.26
337PM	5/ 1	LOSANGELES	CA 213	754-1722	430-7130	1	DD	.23
413PM	5/ 1	INGLEWOOD	CA 213	412-6409	430-7130	1	DD	.26

DETAILS HERE RETURN LOWER PORTION WITH PAYMENT IN THE ENCLOSED ENVELOPE

PLEASE DO NOT STAMP

FOR BILLING INQUIRIES
CALL AT NO CHARGE

PLEASE INDICATE AMOUNT PAID

AMOUNT DUE

\$

DO NOT SEND CASH

PLEASE DEDUCT ANY PART OF THIS BILL IF IT HAS BEEN PAID

ACCOUNT NUMBER

U S GOVT AFRC

PAID BY

FOOTNOTE:

(1) - Unauthorized/unofficial calls will be identified by circling the number in "RED INK", and annotating the call as "Unofficial" (next to the number on the invoice).

81401 49308000 840312 102840 9 00000000 0 00 00

J-1 "SAMPLE"

H

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
CAMP-RR-DIST 9	Collection for Unofficial/Unauthorized Toll Calls

TO //THRU CPT Tom Need (Fund Manager) FROM MSG John Doe (User) DATE 1 Sep 87 CMT 1

TO USFPO for California
ATTN: CAUS-CA
P.O. Box 8104
San Luis Obispo, CA 93403-8104

1. Reference, Section III, paragraph 11a(4), CAL ARNGR 105-4.
2. Reference our previously submitted "Federally Supported Telecommunications-Invoice Certification Package" DF dated 1 Jul 87, for Telephone (Account) Number: (619) 911-2222.
3. Enclosed is a cashier's check for \$16.30 made payable to the "F&AO, US Army, PSF, CA", for payment of the unofficial/unauthorized toll calls not previously submitted with the "Invoice Certification Package" identified above. (The \$16.30 includes \$2.30 for the two (2) unofficial calls, plus the required \$7.00 per call "Administrative" charge.
4. Copies of the invoice pages annotated as "UNOFFICIAL", for which payment is being made, are attached.

- 2 Encls
1. Cashier's Check/\$16.30
2. Cy's Invoice Pgs/Jun 87

JOHN DOE
MSG, CAL ARNG
District Nine Supervisor

K-1 "Sample"

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
CAUS-CE	Receipt for Federal Telephone Credit Card

TO	FROM	DATE	CMT 1
USPFO for CA ATTN: CAUS-CE P.O. Box 8104 San Luis Obispo, CA 93403-8104			

1. Reference: DF, CAUS-CE, Subject: Receipt for Federal Telephone Credit Card.

2. I certify that:

a. I have received the Federal telephone credit cards referenced in the basic correspondence identified above.

b. I have read and understand Section IV, Federal Telephone Credit Cards, CAL ARNGR 105-4, Administrative Policies and Procedures for Federal Telecommunications Services.

c. I accept overall responsibility and financial liability for the control and use of the telephone credit cards identified in the basic correspondence.

3. A signed and dated copy of this "Acknowledgement of Receipt" notice is herewith returned (IAW paragraph 2 of your DF).

Date and Time Received

Signature of "Responsible" Individual

Title/Telephone Number

Printed Name of "Responsible" Individual

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT										
AUS-CE	Receipt for Federal Telephone Credit Card										
TO	FROM	DATE	CMT 1								
	USPFO for California CAUS-CE										
<p>1. Reference the attached "Acknowledgement of Receipt" for Federal Telephone Credit Cards; and the following enclosed telephone credit card(s):</p> <table><tr><td><u>CREDIT CARD NUMBER:</u></td><td><u>*SECURITY ACCESS CODE:</u></td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table>				<u>CREDIT CARD NUMBER:</u>	<u>*SECURITY ACCESS CODE:</u>	_____	_____	_____	_____	_____	_____
<u>CREDIT CARD NUMBER:</u>	<u>*SECURITY ACCESS CODE:</u>										
_____	_____										
_____	_____										
_____	_____										
<p>2. Read, date and sign the attached "Acknowledgement of Receipt"; and immediately return it to USPFO for California, ATTN: CAUS-CE, P.O. Box 8104, San Luis Obispo, CA 93403-8104.</p> <p>3. A completed copy of the "Acknowledgement of Receipt" will be provided to your telecommunications Fund Manager for his/her file by the USPFO Communications-Electronics (CAUS-CE) Section.</p> <p>Access to Security Access Codes must be and <u>shall</u> be safeguarded at all times (IAW para 18, CAL ARNGR 105-4).</p>											
Encls		DEBORAH D. WILLIAMS, 2LT, CAL ARNG Communications Specialist									
L-1											

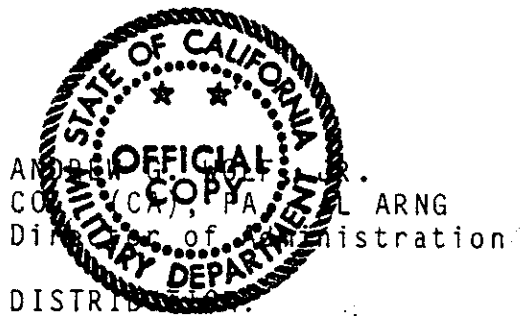
October 1987

CAL ARNGR 105-4

(CAUS-CE)

BY ORDER OF THE GOVERNOR:

ROBERT C. THRASHER
Brigadier General
The Adjutant General



A